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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

June 3, 2008

Dear Children's Residential Facility/Home Licensees:

Being a licensed care provider is a serious responsibility. The very health, safety and well being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal: protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records and training your staff. This will help you evaluate your compliance with those requirements that, when not met, result in the most serious threat to the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

The requirements on the checklist are those considered most serious. Of course, as a licensee you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing *Children's Residential Facilities* are available at www.cclid.ca.gov.

The CCLD website also provides the following tools and resources for staying knowledgeable and up-to-date on all licensing requirements:

Children's Residential Facility/Home Licensees
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- Evaluator Manual (policies and procedures)
- *Children's Residential Updates, Provider Letters and Information Releases*
- Fingerprint Information
- Licensing Forms and Publications
- Contact Information for Children's Residential Program Regional and County Offices

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jo Frederick", is written over the printed name.

JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures

**FOSTER FAMILY AGENCY (FFA)/SUB-AGENCY
SELF EVALUATION**

Licensees are required to meet all licensing laws and regulations critical to the health and safety of children in care. It is recommended that licensees routinely review their operations/certified family homes to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements which, if not met, could jeopardize the health and safety of children in your care. If your review is done on a regular basis, it could prevent some of the most serious violations from occurring.

Facility Name:	Review Date:
Name of Reviewer:	

Regulation Sections		Provisions	Met	Not Met
1.	80010, 80022, 80024, 83010, 88022.	FFA operates within the terms and limitations of the license including geographical area served		
2.	80019, 80019.2, 88019, 88069.7, 88019; 88019.2	Maintains criminal record clearances (DOJ, FBI, CAIC) for appropriate personnel, certified parents, and others subject to criminal record clearances		
3.	88065 (a) (7), 88000 (b)	Staff necessary to perform FFA functions		
4.	80065, 88065.2 (b) 88063.3 (b) 88064 (a), 80064	Administrator, social work supervisors, and social workers have required education and experience		
5.	88065.5, 88065.4	FFA meets social worker to child ratio and supervising social worker to social worker ratio		
6.	88087	FFA provides space for private interviews. All certified parent(s), children, and personnel records are locked		
7.	80070, 88070	A case record is maintained and complete for each child		
8.	88069.7	A case record is maintained and complete for each Certified Family Home (CFH), including training and any necessary fire clearances		
9.	80066, 88066	Personnel records are maintained and contain all the required information and documentation including hours actually worked		
10.	80066, 80070, 88069.7	Records are maintained for at least three years following termination of employment, placement, or certification		
11.	80075 (j)	First Aid kit is maintained at the FFA and properly stocked		
12.	88030	Homes certified by the FFA meet the "General Licensing Requirements," and the "Small Family Homes" regulations		
13.	88030	CFH operate within the terms of the certificate of approval		
14.	88061, 80061	The FFA is reporting special incidents to Community Care Licensing, including complaints associated with CFH		
Comments:				

**FOSTER FAMILY HOME/CERTIFIED FAMILY HOME/SMALL FAMILY HOME
SELF EVALUATION**

Licensees are required to meet all licensing laws and regulations critical to the health and safety of children in care. It is recommended that licensees routinely review their homes to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements which, if not met, could jeopardize the health and safety of children in your care. If your review is done on a regular basis, it could prevent some of the most serious violations from occurring.

Facility Name:	Review Date:
Name of Reviewer:	

	Provisions	YES/NO
1.	Do all caregivers and adults residing in the home have a criminal record clearance (DOJ, FBI, Child Abuse Index Check)?	
2.	Is the home operating within the capacity and limitations of the license?	
3.	Is appropriate fire clearance maintained?	
4.	Does the foster parents and/or caregivers have the appropriate training including, but not limited to, First Aid and CPR?	
5.	Is a First Aid kit current and maintained with adequate supplies?	
6.	Is adequate supervision provided to the number of children in care?	
7.	Do you practice emergency procedures with your family, caregivers, and foster children?	
8.	Do you report and submit required special incident reports to the appropriate agencies including change in household composition?	
9.	Does the home maintain required records of the children (needs and services plan, medical record, written consent for medical treatment, court records, health care plan, if appropriate)?	
10.	Are personal rights ensured for children including, not limited to: privacy; discipline if appropriate; no corporal punishment, humiliation or threats; sufficient items available for grooming and personal hygiene; and social enrichment activities available? Children are aware of personal rights and signed copy is in file?	
11.	Are children supported and encouraged to participant in extracurricular activities?	
12.	Does the home have telephone service and is available to children?	
13.	Are vehicles in safe operating condition with sufficient seating; and children transported use age appropriate car seats and seat belts?	
14.	Is food supply adequate, properly stored, and available to children?	
15.	Do the children have a comfortable mattress, clean linens, blankets, pillows, and in good repair?	
16.	Is the home and outdoor activity space clean, safe, sanitary, and in good repair?	
17.	Is the temperature in the home comfortable?	
18.	Are medicines, disinfectants, and cleaning solutions stored and inaccessible to children?	
19.	Are storage areas for poisons, firearms and dangerous weapons locked?	
20.	Are swimming pools, spa, and other bodies of water appropriately covered, fenced, or inaccessible to children? (For FFH, under 10 years of age and/or may be disabled)	
21.	Does an adult who can swim provide supervision at all times when children are in the water?	
Special Health Care Needs (SHCN) Homes only:		
22.	Does the capacity not exceed 2, unless approved by the IDT?	
23.	Is caregiver aware of prohibition for dual licensure?	
24.	Are caregiver(s) trained and have documentation that a medical professional provided training for each special needs child in care?	